



STATEWIDE PROMOTIONAL EXAMINATION

DIRECTOR OF PROGRAM MONITORING AND FISCAL REVIEW

ANNUAL \$ 93,896
SALARY: \$128,027

SALARY
GROUP: MP 67

APPLICATION CLOSING
DATE: MARCH 13, 2015

EXAM
NO: 150200SPPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency, this class is accountable for directing program compliance evaluation and fiscal review for all grants and contracts administered by the agency.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT STATE EMPLOYEE WHO BY MARCH 13, 2015 HAS PERMANENT STATE STATUS*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Ten years of experience in a combination of public administration and fiscal administration.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity over professional staff. Supervisory capacity is defined as scheduling, assigning, overseeing work and establishing performance standards for employees and taking corrective measures to implement those standards. Note: For State Employees, this will be interpreted at the or above the level of Fiscal/Administrative Supervisor.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Masters' degree in business administration, public administration or public health may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant State and Federal laws, statutes and regulations; considerable knowledge of principles and practices of grant and contract administration including program and fiscal evaluation; knowledge of public health programs; knowledge of social service programs, knowledge of principles and practices of fiscal management; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze complex financial records, documents and reports for evidence of financial fraud.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by March 13, 2015.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by April 27, 2015. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any state agency.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.

